LSTA SUB-GRANT PROJECT APPLICATION FORM INSTRUCTIONS
LIBRARY SERVICES & TECHNOLOGY ACT (LSTA) – PL 108-81, AS AMENDED
FFY 2005 PROGRAM FUNDS – SOUTH CAROLINA STATE LIBRARY

Submit (1) paper copy with original signatures and (1) photocopy to the LSTA Project Coordinator

Applicants are encouraged to contact the State Library prior to submission of an LSTA sub-grant application. *Library Development Services Consultants are available to assist applicants with development of project applications. Contact Dr. Curtis R. Rogers, Director, Division of Statewide Library Services (Email curtis@leo.scsl.state.sc.us).*

Part I: Project Application Form

I. **Sub-Grant Project Title.** Indicate the title you have given to your project. *(State Library LSTA funding categories should not be used as project titles.)*

II. **Name, Address telephone number and E-mail** of (a) Applicant (b) Project Administrator (c) Fiscal Officer **(NOTE:** *Applicant is the library, agency, organization or other qualifying institution submitting the proposal*.)

III. **Congressional District(s)** served by the project.

IV. **Number of persons targeted for service** (the potential population to be reached--provide a number). Calculate the estimated percentage/likely number of people to be impacted by your project. Except for statewide initiatives, avoid citing the entire population of a county, town, or state.

V. **Primary User (s)** (The people who will use the products or services provided under the LSTA-funded project.) Select at least one primary user descriptor but no more than three. **OPTIONAL: Secondary User(s)** Up to three secondary descriptors for each primary descriptor may also be selected.

VI. **Primary Service Descriptors.** Select at least one to reflect the kind of service that is the focus of the project being proposed but no more than three. OPTIONAL: Up to three **secondary descriptors**, for each primary descriptor may also be selected.

VII. **LSTA Purpose.** While a project can involve more than one purpose, please select the one purpose that best characterizes the project. The LSTA sets forth six purposes for use of State-based LSTA funds.

VIII. **State Goal.** Your project should relate to one or more of the goals the State Library has included as part of its Five-Year Plan. Select the one that best characterizes your project.

IX. **Evaluation Methods**. Please indicate evaluation process that will be used to provide information about the degree to which the project has met its goals. Outcome based evaluation (OBE) is the preferred evaluation method for LSTA funded projects.

X. **Budget.** Indicate LSTA Grant Funds requested, State Aid funds, Lottery funds (only where appropriate) and any local or other funds to be used as the cash or in-kind match (amount of money or value of goods and or services provided by the sub-grantee to be contributed toward the project costs). The non-federal share should be no less than 34%).

Part II: Detailed Project Narrative

Below is a list of areas that must be included in the narrative of each application. When grant applications are deemed incomplete, the SCSL LSTA Review Committee requests additional information and supportive documentation.

1. **Sub-Grant Project Title.** Indicate the title <u>you</u> have given to your project. *(State Library LSTA funding categories should not be used as project titles.)*
2. **State Goals.** Your project should relate to one or more of the goals the State Library has included as part of its Five-Year Plan. Select the one that best characterizes your project and document your project's relationship to that goal.
3. **Purposes for Use of LSTA Funds.** The LSTA sets forth purposes for which State Library Agencies can use State-based LSTA funds directly or through sub-grants or cooperative agreements. <u>While a project can involve more than one purpose, please select the one purpose that best characterizes the project</u>.
4. **Project Purpose, Service Need and Description of Target Group.** Describe the need for the project. Federal funding sources already know that sub-grant applicants are dealing with inadequate local financial resources. Focus instead on the target group and their needs. The project purpose should answer the questions: what we do, for whom, and for what expected outcome or benefit. Estimate the anticipated number of people that may potentially use and benefit from the project. If the project is designed to serve specific populations, such as children, elderly, people with disabilities, limited English-speaking, and the like, the estimate should be based upon that particular group's percentage of the total library service population. Do not automatically use the total estimated population of a service area.
5. **Goal(s), Service Objective(s), and Activities/Methods.** Describe how the project is to be carried out. Identify each activity in relationship to its objective and describe the procedures that will be used to carry out those activities. Quantitative objectives are preferred, but qualitative objectives may be utilized. For example: How many workshops are to be conducted? How is the service to be promoted? Also, describe available resources, including staff and others involved in the implementation and administration of the project, library materials, equipment, and facilities. Include a timeline for critical events and specify their relationship to the project. <u>A sub-grant project activity timeline must coincide with the federal grant period cycle.</u> *(See Grant Cycle Calendar; See Sample Goals/Service Objectives)*
6. **Partnerships**. Applicants are encouraged develop partnerships to the fullest extent possible when appropriate. Describe the procedures that will be used to involve library users, potential users and other collaborative partners in your LSTA-funded project. <u>If partnership development is not appropriate for your project, include a brief statement that explains why</u>.
7. **Budget documentation and justification.** The budget must reflect the total cost of the project and must include funds from all sources. **The total project cost is the sum resulting from the addition of the requested LSTA funds, the cash and the in-kind match.** Project budget narrative must specify exact amount for cash vs. in-kind local match. The budget must also provide a breakdown of personnel, library materials, equipment and other costs by source of funds. All requests for funding for equipment must be accompanied by a detailed list of the equipment to be purchased. The list must include the name of the item, the number of items to be purchased, the estimated per unit cost of each item, and the total cost. (*Upon approval by the South Carolina State Library, items of equipment costing $5,000 or greater with more than one year of usable life may be purchased with grants funds.)*
8. **Marketing Plan**. Sub-grantees are required to actively publicize LSTA funded projects. Describe the specifics for promoting use and awareness of services to be provided by the LSTA funded project. Include a timetable for each associated activity. *See Appendices, "Publicizing Your LSTA Sub-Grant Award."*

Part II: Detailed Project Narrative

9. **Evaluation Plan.** *If OBE is not appropriate for your project, include a brief statement that explains why.* Outcome based evaluation (OBE) is the preferred evaluation method. The OBE evaluation process provides information about the degree to which a project has met its goals in terms of creating benefits for individuals. Describe the methodology/evaluation process that is to be used to evaluate the success of activities used to meet the project goals and objectives. Please include a description of the ways outcomes (change in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about in part by experiencing the project) are to be gathered, such as through a survey, pre- and post-tests given in training, or other systematic measures of intended outcomes. Include methodology for obtaining statistical data or outputs (measures of the volume of a program's activity: products created or delivered, people served, activities and services carried out). <u>Outputs are almost always numbers; Outcomes are the "people" or what happened because of the outputs.</u>

10. **Continuation of successful projects**. Describe anticipated future operating costs and plans for continuation of successful projects once sub-grant funds are no longer available. Identify any anticipated future need for LSTA funding.

Funds cannot be obligated or expended until the applicant is officially notified of a sub-grant award. Invoices with dates prior to the approval of the sub-grant cannot be approved for payment and cannot qualify as matching funds.

Send LSTA Sub-Grant Project Application Packet
Submit (1) paper copy with original signatures and (1) photocopy or (1) electronic copy to:
Guynell Williams, Deputy Director /LSTA Coordinator
South Carolina State Library
P.O. Box 11469
Columbia SC 29211